Council on Technology Services masthead

EXECUTIVE COMMITTEE

MINUTES

Thursday, December 19, 2002

Department of Information Technology Executive Conference Room

3:00 p.m. – 5:00 p.m.

ATTENDANCE

Members:

Cheryl Clark (DIT)
Ray Davis (DGIF)
Joy Hughes (GMU)
David Molchany (Fairfax)
Chris Saneda (ABC) COTS Technology Management Chairman
Jerry Simonoff (DTP)
David Sullivan (Virginia Beach) COTS Internet Services Co-Chair

Workgroup Chairs:

Tim Bass (VRS) COTS Internet Services
Farley Beaton (TAX) COTS Change Management
Belchior Mira (DHRM) COTS Commonwealth Enterprise Systems
Ernie Steidle (DRS) COTS Security

Staff:

Bernie Hill (COTS Commonwealth Enterprise Systems)

Jenny Hunter (Executive Director)
Paul Lubic (COTS Change Management)
Eric Perkins (COTS Security)

Presenters, Guests, and Representatives:

Fred Norman (CVC)
Dan Ziomek (DTP)

MEETING OBJECTIVES

The primary objective of the COTS Executive Committee meeting is to receive an update on the consolidation plans for IT in the Commonwealth and review the progress of the new COTS Workgroups (Change Management, Internet Services, and Security) and existing Workgroups (Commonwealth Enterprise Systems and Commonwealth Technology Management). The Committee will also discuss the agenda for the COTS meeting on January 9, 2003.

WELCOME AND OPENING REMARKS

COTS Executive Director Jenny Hunter called the meeting to order at 3:05 p.m., and thanked everyone for coming.

APPROVAL OF MINUTES

Ms. Hunter introduced the minutes from the November 4, 2002, meeting. The minutes were approved unanimously and will be posted to the COTS website at www.cots.state. va.us.

TECHNOLOGY STRATEGIC PLAN UPDATE

Ms. Hunter apologized on behalf of Deputy Secretary of Technology Eugene Huang who was called into a budget-related meeting and was not available to provide an update on the technology strategic plan as planned. Cheryl Clark said the Secretary of Technology has hosted several Town Hall sessions for state IT employees to provide an overview of the consolidation effort and address questions and concerns. Legislation creating the Virginia Information Technologies Agency (VITA) is being drafted and will be introduced in the 2003 General Assembly session.

David Molchany asked about the recent report of the Joint Legislative Audit and Review Commission (JLARC) and its recommendation for the role of the chief information officer (CIO). Cheryl Clark stated that the Secretary's Office is not in favor of bifurcating the role of the CIO. Jerry Simonoff stated that some nuances of the JLARC report on IT systems development are not necessarily aligned with the direction advocated by the Secretary, but the overall direction is aligned. Joy Hughes commented that the head of IT is not necessarily the CIO.

COTS WORKGROUP ORGANIZATION AND CHARTERS

Ms. Hunter introduced Ernie Steidle, co-chairman of the COTS Security Workgroup to discuss the charter and activities of the Workgroup. Mr. Steidle described the struggle in creating the charter in light of the pending organizational shifts with VITA. Mr. Simonoff said that the new organization would not go into effect until July, and, even if it didn't, we would still need enterprise security.

Mr. Steidle said he was a member of the Workgroup's predecessor, the Privacy, Security and Access Workgroup. The Security Architecture document identifies 13 components, which the group will review and expand upon. The product will be a list of processes to assist in determining priorities—to show what is being secured and how.

Dr. Hughes expressed concern about the wording of the charter, as it appears to tell agencies and institutions how they are going to secure their data and infrastructure. Mr. Steidle said that the group would do that, but only through standards and best practices. Mr. Steidle described a database that can be used to notify IT personnel throughout the Commonwealth and broadcast security alerts.

Dr. Hughes said that the George Mason University CISC is involved with advanced research and does not have anything to do with security for the University. Mr. Steidle said the second meeting of the Workgroup would include a presentation on the security alliance of colleges and universities by Shirley Payne of University of Virginia. He said the Workgroup would need to figure out responsibilities, and start from what processes we currently have in the Commonwealth—organizing what already exists. Mr. Simonoff concurred that the workgroup does not have to invent from whole cloth, and there is going to be an expectation that a cohesive, statewide plan/program is built.

The Committee discussed specific edits to the Security Workgroup charter and requested it be presented to the full Council on January 9.

Farley Beaton, co-chairman of the COTS Change Management Workgroup, presented

the draft charter for the Workgroup. The goal of the Workgroup is to minimize resistance and maximize support for change. Chris Saneda said that change management is a practice and those skills and expertise should be on the Workgroup. Mr. Beaton stated that there are people experienced with change management on the Workgroup, and that they are still shaping expertise on the Workgroup.

Mr. Beaton said the objectives and deliverables are intentionally broad. Ms. Clark recommended the Workgroup look at models that could be brought to bear on the Commonwealth. Mr. Simonoff recommended representatives from localities, as there is great concern about state and local integration and interchanges. David Sullivan said that John Eagle of Hampton is setting up a Virginia Local Government IT Executives (VaLGITE) meeting and offered to raise it there. Ms. Clark asked Dr. Hughes if there was any expertise in higher education. Dr. Hughes said there were experts, and recommended finding experts closer to Richmond. She said she would talk to Mark Willis at Virginia Commonwealth University. Ray Davis said it was important that senior management understand the upcoming changes and accept them.

Mr. Beaton thanked the Committee for feedback and stated he would incorporate their comments and prepare them for the January 9 COTS meeting.

Tim Bass, co-chairman of the Internet Services Workgroup, said the dialogue on the previous charters was helpful as the charter for the Workgroup is being developed. He asked how operational the Workgroup should be, as there is a lot of interest, particularly among localities. Chris Saneda said that the Technology Management Workgroup ran into the same problem—operational vs. advisory. Ms. Clark commented that that has been an issue since the formation of COTS.

Mr. Bass said the Web Services Workgroup was more involved with advising and assisting. The Internet Services Workgroup feels more operational, and VIPNet needs to take the lead. Mr. Simonoff said the role has been assigned to VIPNet, which, alone, is not sufficient to get everything completed. Replication and flexibility are important in creating a single face of government.

Belchior Mira provided an update on the Commonwealth Enterprise Systems Workgroup. The Workgroup is pending approval of participant nominations, which was handled as a request of the Secretary's Office to other cabinet Secretaries and their agency heads. Bernie Hill stated the mission of the group is to develop a business case for replacing state administrative systems. To date, a project website has been created and he is looking at other states like Florida and Ohio. So far, the only expense incurred has been the website. Dr. Hill requested budget and personnel and said the process will

involve "selling" the idea, making contacts, and leveraging resources.

COTS AGENDA FOR JANUARY 9

The COTS Executive Committee recommended that the creation of VITA and the IT consolidation plans be the primary topic for the full Council meeting on January 9.

NEW BUSINESS/PUBLIC DISCUSSION/CLOSING REMARKS

Dr. Hughes provided an update on the activities of the colleges and universities in forming a parallel plan to the Commonwealth's strategic plan for technology. GMU President Dr. Merten is considering updating the Council of Presidents on these activities.

ADJOURN

Ms. Hunter thanked everyone for coming and adjourned the meeting at 4:50 p.m.

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